

INTRODUCTION		
Purpose	Topics	RFP Item
<ul style="list-style-type: none"> Statement of Problem Overview 	<ul style="list-style-type: none"> Planned Special Events Need for Special Event Management Purpose Organization of Handbook 	<ul style="list-style-type: none"> 1A
SECTION 1 – MANAGING TRAVEL FOR PLANNED SPECIAL EVENTS		
Purpose	Topics	RFP Item
CHAPTER 1 – TYPES OF SPECIAL EVENTS		
<ul style="list-style-type: none"> General spatial and temporal transportation impacts Frequency, severity, security Distinguishing characteristics and categorization criteria Customer requirements, user impacts, stakeholder roles Generic event types by scale and regularity 	<ul style="list-style-type: none"> Definitions Comparison to Unplanned Events Range of Planned Events Characteristics Focus on Planned Special Events 	<ul style="list-style-type: none"> 1A 1A₁, 1A₂ 1A₄ 1A₃ 1A₅
CHAPTER 2 – TRANSPORTATION IMPACTS		
<ul style="list-style-type: none"> Barriers to overcome 	<ul style="list-style-type: none"> Problems Challenges 	<ul style="list-style-type: none"> 1B
CHAPTER 3 – PHASES OF SPECIAL EVENTS MANAGEMENT		
<ul style="list-style-type: none"> Threshold establishment Capability assessment Development of working relationships and task groups Plan Development and Techniques for selection Plan Deployment Ability to modify plan due to real time traffic Plan revision 	<ul style="list-style-type: none"> Characteristics and Criteria for Ranges of Special Events Feasibility Study Planning and Stakeholder Coordination Traffic Management Plan Design Supervision and Layout of Implementation Operations Evaluation 	<ul style="list-style-type: none"> 1C 1D 1F, 1L 1G, 1I 1J 1H 1M
CHAPTER 4 – IDENTIFICATION OF STAKEHOLDERS		
<ul style="list-style-type: none"> Management and functional task requirements 	<ul style="list-style-type: none"> Primary and Secondary Stakeholders Roles and Responsibilities Key Concerns 	<ul style="list-style-type: none"> 1E 1N 1K
CHAPTER 5 – IMPLEMENTATION TECHNIQUES		
<ul style="list-style-type: none"> Travel demand control Safety and efficiency Coverage and manpower impacts 	<ul style="list-style-type: none"> Travel Management Strategies Traffic Control Measures Use of ITS Elements Parking Management Techniques 	<ul style="list-style-type: none"> 1G

Preliminary Table of Contents
Managing Travel for Planned Special Events

SECTION 2 – ADVANCED PLANNING AND COORDINATION FOR SPECIFIC SPECIAL EVENTS		
Purpose	Topics	RFP Item
CHAPTER 6 – CHARACTERISTICS AND CRITERIA FOR RANGES OF SPECIAL EVENTS		
<ul style="list-style-type: none"> Rural, urban, metro Multiple days, weekdays, weekends, peak season Security issues Specific times or continuous operation Local, national, international Limited access highways, transit availability, ITS infrastructure 	<ul style="list-style-type: none"> Event Location Event Time and Duration Event Scope Hours of Operation Expected Audience Anticipated Attendance Transportation Supply 	<ul style="list-style-type: none"> 2C
CHAPTER 7 – FEASIBILITY STUDY		
<ul style="list-style-type: none"> Assess Impact of Event on Affected Roadways Potential “Hot Spots” Employ microscopic computer traffic simulation models Pedestrian metering 	<ul style="list-style-type: none"> Existing Traffic Volumes Expected Trip Generation Modal Split Directional Distribution Analysis Traffic Assignment Composite Traffic Volumes Capacity of Roadway Network Model Anticipated Travel Conditions Adjustments in Traffic Assignment to Make the Plan Work Parking Management 	<ul style="list-style-type: none"> 2D
CHAPTER 8 – PLANNING AND STAKEHOLDER COORDINATION		
<ul style="list-style-type: none"> Preliminary planning Identify local impacts Resource sharing and event management Jurisdictional obstacles Communications Set facility specific and system goals Meet event goals Post-event evaluation Alternative assessment 	<ul style="list-style-type: none"> Identification Kick-off Meeting Public Outreach Generate and Evaluate Alternatives Explore Public-Private Relationships Alternative Rank and Selection Institutional Arrangements Integrated Approach Establish Performance Objectives Performance Requirements and Standards Set Measures of Effectiveness Funding 	<ul style="list-style-type: none"> 2B 2D

SECTION 2 – ADVANCED PLANNING AND COORDINATION FOR SPECIFIC SPECIAL EVENTS		
Purpose	Topics	RFP Item
CHAPTER 9 – TRAFFIC MANAGEMENT PLAN		
<ul style="list-style-type: none"> • Police, CCTV, aerial • TMC or temporary command center • Portable VMS, HAR, media sources, traffic advisory services • Reversible, one-way • Secondary and overflow routes • Left turns, HOV lanes, bus lanes • Override of traffic signals • Two-way radio, cellular 	<ul style="list-style-type: none"> • Route Marker/Destination Signing • Surveillance • Designation of Command Center • Dissemination of Motorist Information • Alternative Lane Operations • Route Diversion Strategies • Traffic Restrictions • Traffic Flow Control • Traffic Management Team Communications 	<ul style="list-style-type: none"> • 2A, 2F
CHAPTER 10 – DESIGN		
<ul style="list-style-type: none"> • Town, County, State, Federal • Separation of pedestrian and vehicular traffic • Minimize impact on non-event, as well as event road users • Multiple access points, VIP access, bus access • Exclusive scheduling/staging, station crowd control • Shuttle buses 	<ul style="list-style-type: none"> • Permitting • On-site Features Influencing Off-Site Traffic • Off-site Improvement Plans • Access Design • Transit Service and Accommodation • Pedestrian Accommodation • Handicap Accessibility 	<ul style="list-style-type: none"> • 2A • 2E
CHAPTER 11 – SUPERVISION AND LAYOUT OF IMPLEMENTATION		
<ul style="list-style-type: none"> • Carry out specific functional activities • Gain understanding of protocol, procedures, role of participants • Reduce time to establish traffic control on day-of-event 	<ul style="list-style-type: none"> • Assign Traffic Management Teams • Training • Deployment of Temporary Traffic Control Infrastructure 	<ul style="list-style-type: none"> • 2A

SECTION 3 – DAY-OF-EVENT ACTIVITIES		
Purpose	Topics	RFP Item
CHAPTER 12 – TRAFFIC MANAGEMENT TEAM		
<ul style="list-style-type: none"> Coordinate effort yet maintain agency authority, accountability Used for on-site briefings, communications hub Reduce confusion, security issues Have service patrol and/or tow operator stand-by 	<ul style="list-style-type: none"> Implement Management Method Appoint Event Commander Establish On-Site Command Post Identification Aids Responding to Traffic Incidents 	<ul style="list-style-type: none"> 3A
CHAPTER 13 – ACTION PLANS		
<ul style="list-style-type: none"> Decision criteria and action items for parking demand/supply Criteria for deploying certain traffic control and route diversion Action items for responding to and removing incidents 	<ul style="list-style-type: none"> Parking Management Corridor Management Incident Management 	<ul style="list-style-type: none"> 3C
CHAPTER 14 – TECHNOLOGY RESOURCES		
<ul style="list-style-type: none"> Traffic signal systems, permanent VMS Portable VMS/HAR, mobile wireless surveillance Manual traffic control, police placement Alternate signal timing plan, adaptive control, ramp metering Incident detection, management of non-event traffic Traveler information via Internet and kiosks 	<ul style="list-style-type: none"> Existing Technology Infrastructure Additional Technology Needs Traditional Traffic Control Measures Advanced Traffic Control Measures Use of ITS Elements Travel Demand Management 	<ul style="list-style-type: none"> 3D
CHAPTER 15 – DAILY TEAM CRITIQUE		
<ul style="list-style-type: none"> Review agreements, procedures, and protocols Review event status, current organization, concerns Identify shortcomings and possible solutions 	<ul style="list-style-type: none"> Start of Day During the Day End of Day 	<ul style="list-style-type: none"> 3B
CHAPTER 16 – COLLECTION OF DATA FOR PERFORMANCE EVALUATION		
<ul style="list-style-type: none"> Review on daily basis and compare to plan Permanent stations Evaluation of incident management efforts Traffic simulation model calibration 	<ul style="list-style-type: none"> Traffic Volume Counts and Parking Lot Volume Counts Traffic Speed Data Parking Occupancy Counts Maintain Database of Traffic Incidents Maintain Records of Incident Response and Removal Activities Obtain Travel Time and Delay Data on Designated Routes Record Traffic Signal and Ramp Meter Adjustments Track Operational Costs 	<ul style="list-style-type: none"> 3A
CHAPTER 17 – DOCUMENTATION OF MANAGEMENT PLAN CHANGES		
<ul style="list-style-type: none"> Response to unanticipated problems during event 	<ul style="list-style-type: none"> Establish Criteria for Making and Approving Plan Changes Develop Template for Documenting Plan Changes Develop Priority Contact List for Communicating Changes Develop System for Circulating Plan Changes to Participants 	<ul style="list-style-type: none"> 3B

Preliminary Table of Contents
Managing Travel for Planned Special Events

SECTION 4 – POST-EVENT ACTIVITIES		
Purpose	Topics	RFP Item
CHAPTER 18 – SURVEY OF STAKEHOLDERS		
<ul style="list-style-type: none"> Working with response team Plan effectiveness Communications Equipment effectiveness Customer remarks Qualitative performance evaluation 	<ul style="list-style-type: none"> Planning Coordination Operations Management Infrastructure Event Attendee Perceptions Self-Assessment 	<ul style="list-style-type: none"> 4C, 4E
CHAPTER 19 – INVENTORY COST OF OPERATION		
<ul style="list-style-type: none"> Cost analysis and comparison to planned budget 	<ul style="list-style-type: none"> Personnel Work Hours Plan Development Equipment Plan Deployment 	<ul style="list-style-type: none"> 4E
CHAPTER 20 – CONDUCT POST-EVENT MEETING		
<ul style="list-style-type: none"> Identify successes and failures Compile Lessons Learned 	<ul style="list-style-type: none"> Develop Template for Meeting Notification Outline Procedures for Holding a Meeting Recreate Travel Management Chronology Discuss Positive and Negative Aspects of Event Recommend and Discuss Possible Improvements Determine Necessary Changes 	<ul style="list-style-type: none"> 4D, 4E
CHAPTER 21 – DEVELOP POST-INCIDENT REPORT		
<ul style="list-style-type: none"> Quantitative review Provide basis for permanent plan revisions 	<ul style="list-style-type: none"> Synthesize Event Traffic Data Compute Measures of Effectiveness Document Traffic Management Revisions Through Event Report Successes Identify Lessons Learned Report Stakeholder Survey Responses State Solutions to Identified Problems Propose Plan Revision for Future Application Document Final Cost of Effort 	<ul style="list-style-type: none"> 4A 4B 4B

SECTION 5 – REGIONAL SPECIAL EVENTS PLANNING, PROGRAMS, & MULTI-YEAR PLANS		
Purpose	Topics	RFP Item
CHAPTER 22 – CHARACTERISTICS AND CRITERIA OF REGIONAL SPECIAL EVENTS		
<ul style="list-style-type: none"> • Single or multi-event locations • Multiple days, weekdays, weekends, peak season • Required area lodging • Specific times or continuous operation • Local, national, international • Limited access highways, transit availability, ITS infrastructure • Air, automobile • Exhibits and performances supplementing event 	<ul style="list-style-type: none"> • Event Location • Event Time and Duration • Event Scope • Hours of Operation • Expected Audience • Anticipated Attendance • Transportation Supply • Audience Travel • Local Promotion 	<ul style="list-style-type: none"> • 5A
CHAPTER 23 – COORDINATION OF REGIONAL STAKEHOLDERS		
<ul style="list-style-type: none"> • Regional government and agency representatives • Regional agency coordination • Consider all roadway user groups, local environment • Meet regional goals 	<ul style="list-style-type: none"> • Identification • Jurisdictional Concerns • Develop Framework • Establish Regional Objectives • Performance Requirements • Institutional Arrangements • Develop Relevant Documents for Future Event Planning 	<ul style="list-style-type: none"> • 5B
CHAPTER 24 – REGIONAL PROGRAMS AND INITIATIVES		
<ul style="list-style-type: none"> • Frequently used parks and fairgrounds • Oversee permitting, supervise conformance with objectives • Develop transportation improvements serving event locations • Useful in planning stages to gauge impact on environment 	<ul style="list-style-type: none"> • Deploy Permanent Signing • Establish Commission • Develop Future Infrastructure Plan • Maintain Database of Transportation Data 	<ul style="list-style-type: none"> • 5C
CHAPTER 25 – REGIONAL PLANS AND RESOURCES		
<ul style="list-style-type: none"> • Motorist information, traffic flow management • Park and ride • Internet, 511 • Regional surveillance and traffic control • Bus, rail 	<ul style="list-style-type: none"> • Regional Traffic Management Plans • Regional Parking Plans • Travel Demand Management • Traffic Management Center • Transit 	<ul style="list-style-type: none"> • 5D

APPENDIX		
Purpose	Topics	RFP Item
APPENDIX A – RANGES OF SPECIAL EVENTS		
<ul style="list-style-type: none"> • Rural, Urban, Metro • Annual or One-time event • One-day, series of days, weeks • Ticket or ticketless, specific start time, continuous operation • Sports, Concert, Political, Convention • Local, statewide, national 	<ul style="list-style-type: none"> • Area Type • Event Frequency • Event Duration • Event Operation • Event Type • Event Applicability 	<ul style="list-style-type: none"> • 6A
APPENDIX B – SAMPLE AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING		
<ul style="list-style-type: none"> • State and local agencies • Private agency support and/or out-sourcing 	<ul style="list-style-type: none"> • Inter-agency Agreements • Public-Private Agreements • Regional Agreements 	<ul style="list-style-type: none"> • 6A
APPENDIX C THROUGH H+ – CASE STUDY BY SPECIAL EVENT TYPE		
<ul style="list-style-type: none"> • Sample application of handbook guidelines • Present in user-friendly form for quick access and application • Utilize action plans, flow charts, diagrams, and lists 	<ul style="list-style-type: none"> • Description of Event Type • Identification of Stakeholders • Institutional Arrangements • Traffic Management Plan Development • Traffic Management Plan Deployment • Resources Used • Successes and Lessons Learned • Identification of and Response to Regional Impacts • Evaluation of Results • Sample Plans and Designs • Transportation Data 	<ul style="list-style-type: none"> • 6B, 6C